

**MARYLAND  
DEPARTMENT OF HUMAN RESOURCES  
HIRING AGREEMENT**

This agreement ("Agreement") is made and entered into by and between the Maryland Department of Human Resources (hereinafter referred to as DHR) and \_\_\_\_\_ (hereinafter referred to as the CONTRACTOR). This "Agreement" has been developed pursuant to Section 13-224, State Finance and Procurement Article, Annotated Code of Maryland. This "Agreement" will be carried out by DHR and the Local Department (s) of Social Services (hereinafter referred to as the LOCAL DEPARTMENT) and the CONTRACTOR cognizant in support of contract number \_\_\_\_\_ ("Procurement Contract").

**WITNESSETH:**

WHEREAS, the CONTRACTOR, DHR, and the LOCAL DEPARTMENT, when appropriate, have met and reviewed an inventory of job openings that exists or the CONTRACTOR is likely to fill during the term of the "Procurement Contract" at its various locations in the State of Maryland;

WHEREAS, the CONTRACTOR, DHR and the LOCAL DEPARTMENT, when appropriate, have met and reviewed the job descriptions, locations, and skill requirements for those positions;

WHEREAS, DHR and the LOCAL DEPARTMENT, when appropriate have identified and discussed with the CONTRACTOR the following services that DHR and the LOCAL DEPARTMENT can provide to the CONTRACTOR for its Workforce related needs:

Medicaid coverage for the employee and the employee's dependents for up to one year after placement in the job;

Maryland Children's Health Program (MCHP) medical coverage for the employee's dependents after one year of employment for as long as eligibility is met;

Food Stamps for the employee and the employee's dependents for as long as eligibility requirements are met;

Child Care subsidies for the employee's dependents for up to one year after employment as long as eligibility requirements are met;

Transportation subsidies for the employee for a period of time after employment;

Other Retention services including counseling on an as needed basis; and

Assistance with claiming tax credits for having hired Temporary Cash Assistance customers;

NOW THEREFORE, the CONTRACTOR and DHR agree to work cooperatively to develop responses to the workforce development requirements faced by the CONTRACTOR in the State of Maryland and to promote the hiring of DHR Temporary Cash Assistance customers by the CONTRACTOR.

Specifically, they agree as follows:

A. That the CONTRACTOR will:

1. Notify DHR of all job openings that exists or result from the "Procurement Contract" that the CONTRACTOR may have with an agency of the State of Maryland;
2. Declare DHR and the LOCAL DEPARTMENT the "first source" in identifying and hiring candidates for those openings;
3. Work with DHR and the LOCAL DEPARTMENT, as necessary and appropriate, to develop customized training programs which enable Temporary Cash Assistance customers to qualify for and secure the jobs;
4. Give preference and first consideration (to the extent permitted by law and given any existent labor agreements) to candidates the LOCAL DEPARTMENT refers, within three (3) working days to fill job openings, provided the candidates meet the qualifications specified;
5. Provide the LOCAL DEPARTMENT with feedback regarding the disposition of all LOCAL DEPARTMENT referrals, to include an explanation of why any such candidate was not hired or considered qualified;
6. Provide the LOCAL DEPARTMENT with feedback regarding the progress and employment status of those candidates who are hired; and
7. Designate a specific contact person who will:

provide additional information regarding first source" jobs and clarify their requirements,

receive LOCAL DEPARTMENT referrals, and provide feedback to a LOCAL DEPARTMENT account representative upon request regarding the dispositions of those referrals as well as the progress/employment status of those candidates hired by the CONTRACTOR.

B. That DHR and the LOCAL DEPARTMENT will designate account representatives who will:

1. Process all the CONTRACTOR'S job notices in accordance with this "Agreement";
2. Refer screened and qualified candidates to the CONTRACTOR'S designated contact person;
3. Make referral in a timely manner, that is, within three (3) working days after receiving the CONTRACTOR'S job opening notices;
4. Assist in the development of any mutually agreed upon customized training and/or internship programs that will better prepare LOCAL DEPARTMENT candidates for employment with the CONTRACTOR;
5. Provide follow-up and post hire transitional/supportive services, (e.g. Medicaid, MCHP, Food Stamps, child care, transportation, retention counseling, and access to tax credits) as necessary and appropriate;
6. Insure that the CONTRACTOR is advised of available subsidies and is assisted with the associated application/claiming processes; and
7. Report the CONTRACTOR to the cognizant State Procurement Agency if the CONTRACTOR does not fulfill its responsibilities as listed in Section A. of this "Agreement";
8. Review and evaluate the effectiveness of this undertaking with the CONTRACTOR and make modifications as necessary and appropriate.

**DISCLAIMERS:**

Nothing in this "Agreement" shall cause the CONTRACTOR, except as explicitly provided in Section A above, to alter existing hiring practices or to hire an individual into a position for which he/she is not qualified.

**NON-DISCRIMINATION:**

DHR and the CONTRACTOR agree that there shall be no discrimination against any employee or candidate for employment because of race, color, sex, religion, national origin, age, sexual preference, disability or any other factor specified in Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1983 and subsequent amendments and that they will comply with all other pertinent federal and State laws regarding discrimination.

**MARYLAND LAW PREVAILS**

The place of performance of this Contract shall be the State of Maryland. This Contract shall be construed, interpreted, and enforced according to the laws and regulations of the State of Maryland, including approval of the Board of Public Works where appropriate.

**EFFECTIVE DATE:**

This "Agreement" shall take effect on the date of the aforementioned "Procurement Contract"; and it shall remain in effect for the duration of the "Procurement Contract".

IN WITNESS, WHEREOF, the CONTRACTOR and DHR have affixed their signatures below:

**FOR THE  
CONTRACTOR**

**FOR THE  
DEPARTMENT OF HUMAN RESOURCES**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**SIGNATURE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**TITLE**

\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

**Approved as to form and Legal Sufficiency by the  
DHR Attorney General's Office**